

S&T INITIATIVES
HUMAN RESOURCES MANAGEMENT

● EOD'S

- "MENTOR" FOR EVERYBODY, ESPECIALLY FOR SECRETARIES FROM OUT OF TOWN
- HELP TO ACCLIMATE TO NEW ENVIRONMENT
- INDOCTRINATION
- WHERE TO GO/WHAT TO DO/WHO TO ASK/ETC.

● SECRETARIAL/CLERICAL

- OFFICE/DIRECTORATE ORIENTATION FOR EOD'S
- ORIENTATION TRAVEL
- ANNUAL OFFICE LEVEL SECRETARIAL CONFERENCE FOR EVERYBODY
- ANNUAL "S&T" CONFERENCE FOR GROUP LEVEL (TBD) AND ABOVE

S&T INITIATIVES
HUMAN RESOURCES MANAGEMENT

● APPLICANTS

- INDEPENDENT CONTRACTOR WHILE IN PROCESS
 - NEED "UNCLASSIFIED" WORK
 - POLY AND NATIONAL CHECK
- BETTER PR CAMPAIGN ON WHAT WE TELL THEM
 - LOSSES TO OSWR
 - INVESTIGATE SPOUSE EMPLOYMENT AT INTERVIEW

S&T INITIATIVES
HUMAN RESOURCES MANAGEMENT

- PUT SOME "SLICK" IN PROCESS
 - INTERVIEWEE AND SPOUSE COME ON INTERVIEW TRIP
 - MEET/TAKE TO AIRPORT
 - RENTAL CAR VS TAXI
 - INTERVIEW ROOMS
 - TAKE TO LUNCH/DINNER (EXPENSE ACCOUNT FOR EMPLOYEE)
 - ARRANGE "EVENT" IN ADVANCE
 - "FELO" PACKAGE
 - GO TO APPLICANT HOME FOR INTERVIEW
 - HAND HOLDING AT POLY/MEDICAL VISIT

S&T INITIATIVES
HUMAN RESOURCES MANAGEMENT

- NEW SUPERVISOR/MANAGER HANDBOOK
 - LIKE NPIC
 - POLICIES
 - RESPONSIBILITIES
 - GUIDELINES
- DDS&T SIS CONFERENCE
 - ANNUALLY - OFF SITE FOR 2-3 DAYS
 - ISSUES/PROBLEMS/PRIORITIES/GOALS/INFO
 - GET TO KNOW OTHER OFFICES
 - OTHER DIRECTORATE SPEAKERS
 - GUEST SPEAKERS (OUTSIDERS)
 - BRIEF PORTFOLIO ANALYSIS E.G.

S&T INITIATIVES
HUMAN RESOURCES MANAGEMENT

● CULTURE

- WHAT ARE WE ABOUT
 - NEED A STATEMENT OF OUR VALUES
- PEOPLE, PROGRESS, PROGRAMS

PEOPLE

- RESPECT AND TRUST FOR THE INDIVIDUAL
 - COMPETENCE
 - COURAGE TO TAKE RISK
 - INTEGRITY
 - IMAGINATION/INNOVATION
- } REWARD CRITERIA
- EACH EMPLOYEE IS UNIQUE
 - MANAGEMENT CARES

S&T INITIATIVES
HUMAN RESOURCES MANAGEMENT

PROGRESS

- CHANGE IS INEVITABLE
 - EXPECT AND PLAN
- STAY OUT FRONT
- STRIVE TO BE THE BEST

PROGRAMS

- MUST REFLECT REALISM
- SUPPORT NATIONAL SECURITY
- ARE FOR THE CUSTOMER

S&T INITIATIVES
HUMAN RESOURCES MANAGEMENT

● REINFORCEMENT

- NEED A S&T "HR" BOOK
 - THINGS PEOPLE BITCH ABOUT/FORGET/NEED TO BE REMINDED OF/ETC.
 - DEVELOP AS A BOOK, UPDATED ANNUALLY
 - ANNUAL REQUIREMENT TO READ AND SIGN
 - WAY TO GET TO NEW PEOPLE AND REMIND OLD ONES
- CONTENTS
 - S&T VALUES
 - CAREER DEVELOPMENT POLICY
 - VN POLICY
 - PROMO GUIDELINES
 - HOW CSP/CSB WORKS

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S&T INITIATIVES
HUMAN RESOURCES MANAGEMENT

- CONTENTS
 - COUNSELING SERVICES - OFFICE AND OUTSIDE
 - ROTATIONAL POLICY AND PROCEDURES
 - HOW TO GET A PHYSICAL
 - HOW APPLICANT PROCESS WORKS
 - AGENCY SERVICES OFFERED - YELLOW PAGES
 - ONGOING HR INITIATIVES AND STATUS
 - ETC.

S&T INITIATIVES
HUMAN RESOURCES MANAGEMENT

- ATTITUDE SURVEY OF S&T
 - ANNUALLY
 - FEEDBACK
 - ACTION
- S&T COST REDUCTION/INCENTIVE PROGRAM
 - 50% OF SAVINGS BLOCKED AND PROTECTED FOR HR ISSUES

WHAT DO WE NEED

INSTILL/INCREASE THE SENSE OF "OWNERSHIP" IN ALL EMPLOYEES

- ORGANIZATIONAL DOCTRINE
- CHALLENGING/REWARDING CAREERS
- MARKET VALUE FOR SERVICES PERFORMED
- QUALITY OF LIFE IN THE WORKPLACE
- FUTURISTIC ORIENTATION
- RESPONSIVENESS
 - CUSTOMERS
 - EMPLOYEES
 - CRITICS
- PROGRESS

"I"

WHAT DO WE NEED

NON-POLITICAL REVIEW

- DRUGS, TERRORISM AND RAPE ARE DIFFERENT AND SO ARE CIA, DIA, AND NSA
- EACH REQUIRE UNIQUE PROGRAMS AND SOLUTIONS
- GRAMM RUDMAN AND REVENUE NEUTRAL, MAY GIVE THE WRONG SOLUTION IF YOU
START WITH THESE CONSTRAINTS
- FREE MARKET SOLUTION TO A POLITICAL PROBLEM MAY BE IMPOSSIBLE

BUT

IF I SAY I HURT, DON'T TELL ME I DON'T